

MWI 4520.1

REVISION G

EFFECTIVE DATE: June 7, 2006

EXPIRATION DATE: June 7, 2011

MARSHALL WORK INSTRUCTION

AS01

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P15.1-C03 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Changes made to reflect new organizational codes and new organizational terminology.
Revision	B	6/13/00	This document separates the HSDPP procedure, MSFC 4520.1 into two documents. This procedure will provide instructions for receiving. Shipping instructions can be found in MWI 6000.1.
Revision	C	6/14/01	Adds and clarifies coverage for contractor-acquired property, tagging controlled property at the receiving point, delineates customer responsibilities, remove Building 8025 as an authorized receiving point, and add Building 8700 as an authorized receiving point.
Revision	D	6/7/2004	Updates control thresholds for equipment, includes reference to using System Applications and Product (SAP) financial software, and updates for NASA Procedure Guidelines (NPG) changes to NASA Procedural Requirements (NPR). Add MWI 4200.1 to applicable documents. Delete acronym GBL and reference to Government Bill of Lading (GBL) thru document. Add government in the description of personal property.
Revision	E	10/26/2004	Revision in response to HQ Rules Review Action (CAITS: 04-DA01-0387).
Revision	F	9/9/2005	Changed AD to AS throughout the document. Add the acronym for SAP. Delete the word "tangible" and reference to NFS1852.245-71, Alternate I in section 6 Instructions. Delete the word "either" in section 6 Instructions. Add statement "but are not limited to" Buildings 4471, 4723, and 8700 and define the property received at each receiving point in section 6 Instructions. Change last sentence to read, "Receiving personnel inspecting and handling the items shall perform all actions below" to section 6 Instructions. Change the word "denote" to "annotate" throughout the document. Change statement in 6.1.3.2 to read "Packages shall be x-rayed or the contents visually inspected. If the contents are determined to be of a suspicious nature, MSFC Protective Services shall be notified." Add "Ensure that any special requirements for handling, storage, packaging, preservation, or delivery are included in the receiving ordering documents" to 6.4.1. Add "Only trained and certified hazardous material handlers shall handle and move hazardous materials" to section 8 Safety Precautions and Warning Notes. Identify inbound shipping records maintained in accordance with NPR 1441.1, Schedule 6, Item 1. Identify lost, damaged, or improper shipment file records maintained in accordance with NPR 1441.1, Schedule 6, Item 6. Delete Appendix A and reference Appendix A, MSFC Sensitive Items List in MWI 4200.1 Equipment Control throughout the document. The first two sentences of section 9 Records should read, "Inbound shipping records where freight charges are prepaid by the shipper to include receiving documents, commercial bills of lading and freight bills associated with the process of this MWI shall be collected and maintained by the LSC in accordance with NPR 1441.1, Schedule 6, Item 1. Lost, damaged, or improper shipment files documents are maintained by the LSC in accordance with NPR 1441.1, Schedule 6, Item 6."
Revision	G	6/07/2006	Change location for central receiving building from 4471 to 4631 throughout the document. In Section 2, remove the statement, "which meet the thresholds required for controlled equipment identification

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			<p>tagging” from the document. The statement shall read, “All items, Government-owned or contractor-acquired personal property except for just-in-time non-hazardous or non-chemical supply items and furniture purchased through the authorized LSC shall be processed at a SEMO-approved receiving point.” In Section 3, add NPR 1840.2, “MSFC Hazard Communication Program,” MWI 4500.1, “Program Stock, Storage and Retail Store Operations,” and MWI 8550.5, “Hazardous Material Management” to Applicable Documents in the correct order and renumber the existing documents for continuity. In Section 5, change the definition of Customer-Supplied Product (CSP) to read, “Any hardware, equipment, or materials supplied by a customer (for the purpose of fabrication; testing; storage; electrical, electronic and electromagnetic (EEE) parts screening; analysis; and/or refurbishment) that is to be returned to the customer upon completion of services at MSFC. Also, any item that is to be placed under the control of an onsite MSFC contractor or civil service person (other than the customer/owner) for the purpose of receiving a service (i.e., fabrication, testing, storage, EEE parts screening, analysis, and/or refurbishment, etc.) and/or that requires a certification or acceptance document is CSP as defined in MPR 4000.1.” In Section 5, add Definition/Acronym for Just-in-Time Supply Items and MAMS and re-alphabetize. In Section 6, the first statement shall read, “All Government-owned or contractor-acquired personal property items received at MSFC shall be processed through a receiving point designated by the SEMO except for just-in-time non-hazardous or non-chemical supply items and furniture purchased through the authorized LSC in accordance with MWI 4500.1.” In 6.1.3.2, change the statement to read, “Packages shall be x-rayed or the contents visually inspected unless marked as “Do Not X-Ray” and deemed unsuspicious.” In 6.4.4, change the statement to read, “Identify the receipt of items designated as chemicals, hazardous and/or radioactive material. Notify Environmental Engineering & Occupational Health Office of chemicals or hazardous material received for bar-coding and verification of compliance with MPR 1840.2 and MWI 8550.5. Immediately notify RSO of radioactive material received for disposition. This notification shall be within 3 hours of receipt if received during normal working hours or within 3 hours of the start of the next business day if received after normal working hours per 10 CFR 20.1906.” In 6.4.4.1 change the statement to read, “Take possession of or provide instructions on handling the radioactive item(s). Perform a radiological survey of the material within 3 hours of receipt if received during normal working hours or within 3 hours of the start of the next business day if received after normal working hours.” In 6.5.3, add action to check customer name and user information in MAMS database when necessary. In Section 9.3, change the word “individual” to “cardholder” in accordance with MWI 5113.1, “Government-wide Commercial Purchase Card Operating Procedures,” Section 6.11.1. In Section 10, Personnel Training and Certification, delete the words “if required” from the statement to read, “The certifications shall include:” Add statement, “(Building 4723 only),” to Section 10.1, Electrostatic Discharge Handling.</p>
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1. PURPOSE

The purpose of this Marshall Work Instruction (MWI) is to provide instructions governing the receipt of Government-owned or contractor-acquired personal property from any source at Supply and Equipment Management Officer (SEMO)-approved receiving points on Marshall Space Flight Center (MSFC).

2. APPLICABILITY

This MWI shall apply to all MSFC personnel and supporting onsite contractors. All items, Government-owned or contractor-acquired personal property except for just-in-time (JIT) non-hazardous or non-chemical supply items and furniture purchased through the authorized Logistics Services Contractor (LSC) shall be processed at a SEMO-approved receiving point. Further, the intent of this MWI shall apply to the receipt of personal property at MSFC from sources such as other NASA Centers, other Government agencies, loans and/or leases, donations, commercial suppliers, or customer-supplied products.

3. APPLICABLE DOCUMENTS

- 3.1 10 CFR 20.1906, "Procedures for Receiving and Opening Packages"
- 3.2 NPR 1441.1, "NASA Records Retention Schedules" (NRRS)
- 3.3 NPR 4200.1, "NASA Equipment Management Manual"
- 3.4 MPR 4000.1, "Control of Customer-Supplied Product"
- 3.5 MPR 1840.2, "MSFC Hazard Communication Program"
- 3.6 MWI 3410.1, "Personnel Certification Program"
- 3.7 MWI 4200.1, "Equipment Control"
- 3.8 MWI 4500.1, "Program Stock, Storage and Retail Store Operations"
- 3.9 MWI 4520.2, "Use of the Procurement Discrepancy Tracking System (PDTs)"
- 3.10 MWI 5113.1, "Governmentwide Commercial Purchase Card Operating Procedures"
- 3.11 MWI 6220.1, "Lost or Damaged Freight"
- 3.12 MWI 6410.1, "Packaging, Handling, and Moving Program Critical Hardware"
- 3.13 MWI 8550.5, "Hazardous Material Management"

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4. REFERENCES

None

5. DEFINITIONS/ACRONYMS

5.1 Definitions

5.1.1 Contractor-Acquired Property (CAP). Property acquired by a contractor on behalf of the Government or for the use of the contractor during the contractor's performance for the Government.

5.1.2 Controlled Equipment. All equipment with an acquisition cost of \$5,000 or more, an estimated service life of 2 years or more, will not be consumed or expended in an experiment, and selected items of equipment designated and identified as sensitive by the Center (see MWI 4200.1, "Equipment Control," Appendix A—MSFC Sensitive Items List).

5.1.3 Customer-Supplied Product (CSP). Any hardware, equipment, or materials supplied by a customer (for the purpose of fabrication, testing, storage, electrical, electronic and electromagnetic (EEE) parts screening, analysis, and/or refurbishment) that are to be returned to the customer upon completion of services at MSFC. Also, any item that is to be placed under the control of an onsite MSFC contractor or civil service person (other than the customer/owner) for the purpose of receiving a service (i.e., fabrication, testing, storage, EEE parts screening, analysis, and/or refurbishment) and/or that requires a certification or acceptance document is CSP as defined in MPR 4000.1, "Control of Customer-Supplied Product."

5.1.4 JIT Supply Items. High volume supply items ordered and delivered on a daily basis.

5.1.5 Marshall Asset Management System (MAMS). A data base of civil servant and contractor personnel that contains user information to include name, location, telephone, fax number, organizational code, and other user information.

5.1.6 Personal Property. Government property of any kind including equipment, materials, and supplies, but excluding real property.

5.1.7 Real Property. Property embedded or permanently attached to buildings and land.

5.1.8 System Applications and Product (SAP) Financial Software. A commercial off-the-shelf financial management software package customized to meet NASA core financial requirements.

5.1.9 Sensitive Item. An item of equipment that, due to its pilferable nature or the possibility of it being a hazard, requires a stringent degree of control. Generally, sensitive items are controlled at an acquisition cost of \$500 or more (see MWI 4200.1, "Equipment Control," Appendix A—MSFC Sensitive Items List).

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5.2 Acronyms

5.2.1 CAP Contractor-Acquired Property

5.2.2 CBL Commercial Bill of Lading

5.2.3 CFO Chief Financial Officer

5.2.4 CSP Customer-Supplied Product

5.2.5 IAR Inspection Acceptance Request

5.2.6 IDR Inbound Discrepancy Report

5.2.7 LSC Logistics Services Contractor

5.2.8 MAMS Marshall Asset Management System

5.2.9 MLR Marshall Lead Representative

5.2.10 MSFC Marshall Space Flight Center

5.2.11 MWI Marshall Work Instruction

5.2.12 NPR NASA Procedural Requirements

5.2.13 NRRS NASA Records Retention Schedules

5.2.14 PCH Program Critical Hardware

5.2.15 PDTS Procurement Discrepancy Tracking System

5.2.16 QD Safety and Mission Assurance Directorate

5.2.17 RSO Radiation Safety Officer

5.2.18 SAP Systems Application and Product Financial Software

5.2.19 SEMO Supply and Equipment Management Officer

5.2.20 TMO Transportation Management Office

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6. INSTRUCTIONS

All Government-owned or contractor-acquired personal property items received at MSFC shall be processed through a receiving point designated by the SEMO except for JIT non-hazardous or non-chemical supply items and furniture purchased through the authorized LSC in accordance with MWI 4500.1, "Program Stock, Storage and Retail Store Operations." The SEMO-approved receiving points include, but are not limited to, Buildings 4631 (central receiving point), 4723, and 8700. Building 4631 is the central receiving area for various types of materials with the exception of explosives. Building 4723 is a receiving area for space flight hardware. Building 8700 is an Army surveillance designated building for all explosive materials. Receiving personnel inspecting and handling items shall perform all actions below.

Actionee		Action
LSC	6.1	Initial receiving inspection.
	6.1.1	For each incoming receipt, perform an initial receiving inspection to include verification of number of shipped containers/packages against the CBL or freight bill.
	6.1.2	If the shipment is incomplete, annotate shortage on CBL or freight bill and obtain legible signature from the carrier acknowledging shortage.
	6.1.3	Inspect the shipping containers for visible damage.
	6.1.3.1	If visible damage is detected, annotate description of damage on CBL or freight bill and obtain a legible signature from the carrier acknowledging damage.
	6.1.3.2	Packages shall be x-rayed or the contents visually inspected unless marked as " Do Not X-Ray " and deemed unsuspicious. If the contents are determined to be of a suspicious nature, MSFC Protective Services shall be notified.
LSC	6.2	Discrepant shipments. For discrepant shipments, complete an MFSC Form 2373, attach a copy of the purchase order documentation, and forward to the LSC TMO within 7 days of receipt in accordance with MWI 6220.1, "Lost or Damaged Freight."

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LSC	6.3	Content verification.
	6.3.1	Verify contents of each shipping container against vendor packing slip and compare with the purchase order requirements.
	6.3.2	Record any discrepancy on vendor packing slip and generate an IDR within PDTS in accordance with MWI 4520.2, "Use of the Procurement Discrepancy Tracking System (PDTS)."
	6.3.3	Determine equipment accountability requirements and process receipt in accordance with NPR 4200.1, "NASA Equipment Management Manual," and MWI 4200.1, "Equipment Control."
	6.4	Special handling requirements.
Customer	6.4.1	Ensure that any special requirements for handling, storage, packaging, preservation, or delivery are included in the receiving ordering documents. This may also be accomplished by including these requirements in SAP on the purchase card record.
	6.4.1.1	If no special requirements are provided, standard commercial handling and storage processes shall be used for the items.
LSC	6.4.2	Identify receipts with special handling requirements.
	6.4.3	Process receipt of items designated as PCH in accordance with MWI 6410.1, "Packaging, Handling, and Moving Program Critical Hardware," by contacting the MLR.
	6.4.4	Identify the receipt of items designated as chemicals, hazardous, and/or radioactive material. Notify Environmental Engineering & Occupational Health Office of chemicals or hazardous material received for bar-coding and verification of compliance with MPR 1840.2, "MSFC Hazard Communication Program," and MWI 8550.5, "Hazardous Material Management." Immediately notify RSO of radioactive material

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received for disposition. This notification shall be within 3 hours of receipt if received during normal working hours or within 3 hours of the start of the next business day if received after normal working hours per 10 CFR 20.1906, "Procedures for Receiving and Opening Packages."

RSO	6.4.4.1	Take possession of or provide instructions on handling the radioactive item(s). Perform a radiological survey of the material within 3 hours of receipt if received during normal working hours or within 3 hours of the start of the next business day if received after normal working hours.
LSC	6.4.4.2	Offload item(s) in a location designated as a hazardous materials storage site. Only trained and certified hazardous material handlers shall handle and move hazardous materials.
	6.4.5	Identify and process the receipt of CSP in accordance with MPR 4000.1, "Control of Customer-Supplied Product."
	6.4.6	Identify those items designated as "quality sensitive" and require further inspection and acceptance per the purchase order documentation.
	6.4.6.1	Generate an IAR within PDTS in accordance with MWI 4520.2, "Use of the Procurement Discrepancy Tracking System (PDTS)."
	6.4.6.2	Deliver item(s) requiring QD inspection to Building 4705.
QD	6.4.6.3	Perform inspection and test verification as required and update IAR status in accordance with MWI 4520.2, "Use of the Procurement Discrepancy Tracking System (PDTS)."
LSC	6.4.6.4	Pick up and return inspected items to receiving location.
	6.4.6.5	Disposition items based on IAR status in accordance with MWI 4520.2, "Use of the Procurement

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Discrepancy Tracking System (PDTS).”

	6.4.6.6	Close IAR in PDTS.
LSC	6.5	Final receipt processing.
	6.5.1	Perform final receipt processing using SAP financial software.
	6.5.2	Distribute applicable receiving documentation to CFO, MSFC Procurement, accountable-property files, and LSC distribution, as applicable.
	6.5.3	Stage receipts for delivery to customer location or storage site as directed on the purchase order documentation. Check label for accurate delivery information to include name, address, and/or purchase order number. Search customer name, location, telephone number, or organizational code in the MAMS database for missing or inaccurate delivery data.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

Only trained and certified hazardous material handlers shall handle and move hazardous materials.

9. RECORDS

9.1 Inbound shipping records to include receiving documents, CBLs, and freight bills shall be collected, retained for 2 years, and then destroyed by the LSC in accordance with NPR 1441.1, “NASA Records Retention Schedules” (NRRS), 6/1/A (6051).

9.2 Lost, damaged, or improper shipment records shall be collected, retained for 6 years, and then destroyed by the LSC in accordance with NPR 1441.1, “NASA Records Retention Schedules” (NRRS), 6/6 (6220).

9.3 Any desktop deliveries made directly to an individual shall be the responsibility of the card holder in accordance with receipt requirements specified in MWI 5113.1, “Governmentwide Commercial Purchase Card Operating Procedures.”

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9.4 All personnel training certifications shall be maintained in accordance with records retention specified in MWI 3410.1, "Personnel Certification Program."

10. PERSONNEL TRAINING AND CERTIFICATION

The certifications required to fulfill the processes of this document shall be authorized in accordance with MWI 3410.1, "Personnel Certification Program." The certifications shall include:

- 10.1 Electrostatic Discharge Handling (Building 4723 only).
- 10.2 Hazardous Materials Handling.
- 10.3 Hazard Communications Training.
- 10.4 Fork Lift Operator Training.
- 10.5 Mail Room Security Training, "Identifying Suspicious Packages."

11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 4520.1F dated September 9, 2005

*Original signed by
Robin N. Henderson for*

David A. King
Director